

**CONFIDENTIAL**

15 November 1974

**MEMORANDUM FOR: Deputy Director for Administration****SUBJECT : Office of Personnel Report - Week Ending  
15 November 1974**

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1. Possibility of Incident: [REDACTED] recruited at Duke University on 13 and 14 November. We were informed that a radical student group known as the "New American Movement" planned a "peaceful" demonstration in protest of Agency presence on campus. If the affair amounted to no more than that, he planned to complete his schedule. If, however, there is any harassment or attempted confrontation, he planned to leave the campus. As of 1600 hours yesterday (14 November), the demonstration had not materialized and [REDACTED] kept his entire schedule.

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2. Tempo of Retirement Activity:

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Actual Retirements 7/1/74 - 11/13/74	42	41	83
Signed to Go 11/13/74 - 12/31/74	41	66	107
Others Likely by 12/31/74	15	15	30
Disabilities Pending (not approved)	16	13	29
Requests for Estimates on Hand	100	53	153

3. Retirement Information Seminar: The annual Retirement Seminar "kicked off" on 12 November. Attendance on that date was just over 200, including spouses. The Director will speak at the seminar on 19 November at 10:30 a.m. in the auditorium.

4. DCI on Financial Management: All senior OP officers, including Branch Chiefs, viewed the videotape of the Director's talk on his approach to financial management.

5. APP: We have now distributed to the DCI and Deputies the FY 1975 Agency APP.

6. Co-op and Intern Recruitment: On the trip to Rochester Institute of Technology seven co-ops and four NPIC interns were selected.

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7. PASG: The PASG implementation questionnaires have been received from all Career Services. We are reviewing them and consulting with the Career Services where omissions occurred or where errors appear to have been made in interpreting the intent of a question.

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8. Training: [REDACTED] Deputy Director of Personnel for Plans and Control, participated in an Advanced Management Training Program session held at [REDACTED] during the afternoon and evening of 12 November.

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9. Position Management:

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a. Discussions were held with officials of the Office of Development and Engineering regarding grade allocations for support positions at [REDACTED]

b. Audits of the Physical Science and Technology Division, Office of Scientific Intelligence, were completed during the week.

10. Rehired Annuitants: During the week I approved the following rehired annuitant cases for the Directorate of Administration:

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[REDACTED] - Office of Security --  
-- one-year extension.  
[REDACTED] - Office of Training --  
-- one-year extension.  
Also, [REDACTED] annuitants were terminated:  
-- Office of Training --  
[REDACTED] - Office of Training --  
Independent Contractor.

11. Insurance -- Open Season: The Headquarters Notice announcing the open season for health insurance enrollments from 15-30 November 1974 has been distributed. Purpose of the annual open season is to permit Federal employees to enroll for health insurance, if not already enrolled, and to change plans. The Notice also advised that 1975 brochures of the various plans are available in 1J27 Headquarters and 410 Magazine Bldg., where we have people available to assist employees with any information on open season transactions they may be interested in.

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12. Student Housing Center: A housing survey of American University students showed that their students this fall are paying from \$100 a month for a room in a private home, \$250 for an efficiency and \$300 plus for a one-bedroom apartment. University housing costs \$385 per semester (four months). While we didn't conduct a formal study last year, the rates appear higher this year.

Coming Events

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1. On 18 November [REDACTED], our Co-op Coordinator, will explain the Summer Intern Program to students at the School of Advanced International Studies, Johns Hopkins University. The students will be interviewed on 21 and 22 November.
2. Consult with Agency components on the status of their PDP action.
3. Continue updating and indexing of OPN's and OPM's.
4. PASG implementation questionnaire will be analyzed preparatory to making a report to the Agency Management Committee.
5. Pecans are expected in the near future in the EAA Store and will cost \$1.97 per pound. The poinsettias are due to arrive on 2 December and will sell for \$8.50 (including tax) per plant.

74/ [REDACTED]

F. W. M. Janney  
Director of Personnel

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OD/Pers/[REDACTED]:jmm (15 Nov 74)

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